DTR-0372

28 JUN 1974

MEMORANDUM FOR: Chief, DDI Management Staff

SUBJECT : DDI Orientation Program

REFERENCE : Memo dtd 12 June 1974 to DTR fm C/DDI
Management Staff; same subject

1. We thank you for giving us the opportunity to examine
the schedule of your proposed orientation course for Intelligence
Directorate personnel.

2. After examining the schedule, we conclude that a
substantial number of the presentations appear to be similar
to those offered in the Intelligence in World Affairs (IWA)
course. (See the attached annotated schedule.) It is possible
that the focus of the presentations will be different than
those of IWA; however, we were not able to determine real
overlap of coverage in the absence of detailed scope notes.
If there is substantial overlap, it should be remembered that
IWA is a required course for all new professional employees.
It does not appear that the proposed program is in conflict
with the orientation course offered to new Agency clerical
personnel.

3. Your program appears to address a specific need of the
Intelligence Directorate and is properly component training.
In view of our restricted personnel situation, OTR will not be
able to provide logistical or routine administrative support
to your program. We are prepared to offer advice and guidance
to the course coordinator in terms of content and administration.

STATINTL

Alfonso Rodriguez
Director of Training

Att

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STATINTL OTR/C/PDS/█████ :md (26 Jun 74)

ADMINISTRATIVE - INTERNAL USE ONLY

<u>Schedule</u>*

Monday
   DDI Conference   8:30-8:45 Introduction to IDOC
     Room   8:45-9:30 Mr. Walsh - The Mission of the
                                Intelligence Directorate

                   9:30-9:45 Break

                   9:45-10:45 DDI Management Staff
                  10:45-11:45 IRS---Intelligence Information
                  11:45-12:30 COMIREX Staff

Tuesday
   OCI Conference   8:30-8:45 Review/Preview
     Room   <u>8:45-9:30 Operations Center</u>

                   9:30-9:45 Break

                   9:45-11:00 OCI
                 <u>11:00-12:15 OPR</u>

Wednesday
   OER/OSR Conference 8:30-8:45 Review/Preview
     Room   <u>8:45-10:00 OER</u>

                10:00-10:15 Break

                <u>10:15-11:30 OSR</u>
                11:30-11:45 Preview for Thursday

STATSPEC

Thursday
   ████ IAS
   Conference Room   8:30-9:00 Travel to Rosslyn
                    9:00-10:30 ████
                  10:30-11:00 Travel to IAS
                 <u>11:00-12:15 IAS</u>

STATSPEC

Friday
   CRS Conference   8:30-8:45 Review/Preview
     Room   8:45-10:00 CRS
                <u>10:00-10:15 Break</u>
                10:15-11:30 OBGI
   DDI Conference   11:30-12:30 Mr. Proctor - Closing remarks and
     Room   question-and-answer session

*Subjects underlined are offered in the Intelligence in World
Affairs Course.

21 June 1974

MEMORANDUM FOR: Chief, Plans and Development Staff

SUBJECT   : DDI Orientation Program

STATINTL
1. In accordance with your request, I have reviewed ████████████ memorandum on the subject and offer the following general comments:

    a. The general layout of the program strikes me as somewhat similar to, albeit in less detail, the now defunct IRTC. The coverage specified for the office presentations seems reasonable, as do the proposed handouts.

2. I demur strongly that OTR be tasked with providing "assistance on logistics and routine administrative procedures" and with ultimate responsibility for administration of the course. As recognized in its formulation and initial runnings, it is to be a Directorate program designed primarily for Intelligence Directorate personnel. It will be given about six times per year. If the Intelligence Institute is to be the source of the OTR assistance, I do not believe we have the manpower to take on the additional load; nor would I be in favor of taking it on. I recommend that the DDI start and continue the program with OTR's blessing.

STATINTL
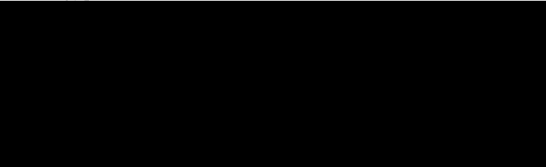
Chief, Intelligence Institute

Att

12 June 1974

MEMORANDUM FOR: Director of Training

SUBJECT   : DDI Orientation Program

1. We are considering the establishment of an
Intelligence Directorate Orientation Program. We plan that
it be conducted and controlled from within our own resources.
We would, however, like any suggestions or comments you may
have regarding the program itself and any possible overlap
you may see with your own training programs.

2. Attached is the proposed schedule for the course
with background information.

STATINTL

Chief, DDI Management Staff /

Attachment:
 As stated

INTELLIGENCE DIRECTORATE ORIENTATION COURSE

Prospectus

What : The Intelligence Directorate Orientation Course (IDOC) is designed to acquaint all new DD/I employees with the purpose, organization, activities, capabilities, products, and location of all components of the Intelligence Directorate.

When : The half-day, week-long course is offered in the morning hours approximately six times a year. The course ideally should contain no more than thirty students at each running.

Where : The course is held in the O/DDI and DD/I component conference rooms in the Headquarters building, as well as at ███ in   **STATSPEC**
Rosslyn and at IAS in ███████ .   **STATINTL**

For Whom : The course is mandatory for all new DD/I professional and clerical employees sometime between their fourth and sixth months on duty. (Some DD/I employees who entered on duty during the past year will be included in the initial runnings of the course.) Employees from other Directorates will be welcome on a selective basis.

Lecturers : The course will be opened by the ADD/I and closed by the DD/I. Office and staff chiefs or their deputies will provide the DD/I component briefings.

INTELLIGENCE DIRECTORATE ORIENTATION COURSE

Course Content

The Intelligence Directorate Orientation Course (IDOC) is designed to familiarize new DD/I employees with the purpose, products, and services of all DD/I components. The course should emphasize the cooperative nature of the Intelligence Directorate and the importance of the contributions of each individual and office to the final DD/I product. Such emphasis will hopefully serve to increase communication of ideas and information between DD/I components and will impress upon new employees the responsibility of production offices to provide guidance to collectors, interpreters, and information specialists, as well as the responsibility of service components to meet the needs of production offices.

Recommendations for Office and Staff Briefers

Office and staff chiefs or their deputies will personally provide the DD/I component briefings. It is recommended that the briefings cover:

-- Objectives and functions of the organization

-- The product and/or services of the organization

-- Description of how the product or service is provided

-- Examples of recent or current component products or activities

-- Working relationship and interchange with other DD/I components

-- Current problems in inter-component communications

-- Working relationship and interchange with components of the other Directorates and with other Government departments

-- Audience for the product or service

-- How the product or service is received or appreciated

It is recommended that briefers provide an overview of office activities and organization rather than a formal wiring-diagram-type of explanation of component functions. Briefers might find useful their office quarterly production schedule when discussing current office or branch activities or areas of interest. Some components **STATSPEC** such as CRS, █████ IAS and the Operations Center will probably wish to include a tour as part of the office briefing. Offices will also probably wish to exhibit their publications.

DDI Directory

Upon completion of the DDI Orientation Course, each participant will have compiled a DDI Directory consisting of handouts provided by each office during the course of its briefing. It is suggested that these handouts include such information as

-- Wiring diagram of the organization, with a short narrative of its mission and functions

-- List of branches, area or functional specialties, and available services with telephone contact points

-- List of office publications and instructions on how to procure them

-- Information on how to request various services

The DDI Management Staff will issue guidelines for the preparation of these handouts to ensure their uniformity.

Course Administration

The DDI Management Staff will initially be responsible for scheduling and administering the course, with OTR assistance on logistics and routine administrative procedures. DDI Management Staff will work closely with MAGID during the initial runnings of the course to ensure that it is functioning effectively and meeting its objectives. Once the DDI Management Staff and MAGID are satisfied that the course is operating effectively, responsibility for its administration will be transferred to OTR.